

Subdivision Plat Checklist

This checklist is to serve as a guide when preparing subdivision plats for the City of Houston, Planning Department review. Should you have specific questions that are not addressed completely below please contact staff.

Plat name: _____ Ref. No.: _____

Variance requested: (circle) Yes No

Check by: _____ Date reviewed: _____

TYPE OF PLATS

- Class 1: Staff review only (*Administrative*). Includes amending plats. Var\SpEx may be requested (*must go on PC agenda*).
- Class 2: Only one (*final*) plat approval by PC. Only minor errors permitted since single approval. May not dedicate esmts or full street ROW dedication. ROW widening and shared driveways are permitted with C2.
- Class 3: must receive preliminary and final approvals.
- General Plan: Overall area that applicant owns or has an interest in. Only street pattern reviewed.
- Street Dedication: Only one (*final*) plat approval by PC. GP must precede STD.
- Var\SpEx requests with C2, C3P, or GP only.

TITLE BLOCK (*Sec. 41*)

- Proposed name of subdivision
- Legal description of property (*includes county, survey name, abstract number*)
- Total acreage
- Number of lots, blocks and reserves
- Name of owner of the property or subdivider (*not necessarily the developer*)
- Name of person or firm who prepared the plat
- Date that the plat was prepared

DRAWING

- Drawing orientation with north to the top of the drawing. Drawing includes a north arrow.
- Acceptable drawing scales: 1"= 20', 30', 40', 50', 60' or 100'.
- Drawing scale: drawn numerically along with a graphic scale. Engineering scale only.
- Vicinity map: scaled map showing the subdivisions relationship with well known streets, railroads, water courses, etc. Map oriented with north to the top of the drawing and in the same direction as the detailed subdivision drawing
- Plat boundary in heavy lines with measured bearings and distances. Esmts and BLs should be dashed.
- Lines outside plat boundary should be dashed
- Adjacent areas outside plat boundary must be identified by record information, unrecorded identification, or acreage
- Block(s) number within boundary of plat
- Lot number(s) per each lot. Sequential
- Reserve(s) identified by letter. Sequential
- Lots and reserves with measured bearings and distances (*final*)
- Check PREVAILING LOT SIZE AREAS map. See Q:\REG_GRP\LOTSIZE
- Check PREVAILING BUILDING LINE AREAS map. See Q:\REG_GRP\BLDGLINE
- Plat boundary must be tied to a street intersection or survey corner (*whether in county or city limits*)
- WHEN INSIDE CITY LIMITS: 1) tie to COH Monument System or provide letter from City Surveyor (*CPC 49*), 2) check that x-y coordinates are shown if plat is tied to COH Monument System, 3) if the plat can not be tied to COH Monument System check to see that 2000' note is on plat (*CPC 49.1*).

STREETS (*distance measurements are taken from blockface to blockface along the centerline. Sec. 126*)

- Check MTFP for major thoroughfare and major collector. Alignments, dedications and widenings. Use map and hierarchy. (CPC 161, 141--fill-in)
- Check existing street ROW widths. 50' residential, 60' commercial
- Check cul-de-sac radius. 50' R residential, 60' R commercial
- Check intersections spacing (*block length*) between streets. Along MTF: min. 2600'; Along Local: min. 1400'
- When two major thoroughfares intersect: intersection spacing is min. 400' (CPC 164)
- Check minimum spacing of intersections along a major thoroughfare: 600' (CPC 127)
- Check STREET WIDTH EXCEPTION AREAS map. 50' ROW min.
- When widening is required make sure that the dedication is measured with bearings and distances and square footage is provided. Include dedication to public statement on plat. (CPC 146)
- If one ROW width transitions to another width, add note to plat (CPC 152)
- Check street intersection off-sets. Minimum 75' local (CPC 143)
- Maximum length for residential cul-de-sac: 35 lots for detached units (CPC 117, 140); 43 lots for attached units (CPC 122, 142)
- Reverse curves. Major thoroughfares: 2000' R with $\geq 100'$ tangent (CPC 165) Local streets 300' R with $\geq 50'$ tangent (CPC 137)
- Check the number of access points into the subdivision. Maximum number of lots: 150 for single entry (CPC 150)
- At all intersections a visibility triangle must be provided. Add visibility triangle note to face of plat (CPC 127)

Permanent Access Easements

- Add permanent access easement note to face of plat. (CPC 180.1)
- Type 1 PAEs comply with requirements for local public street standards (CPC 176)
- Type 1 PAEs designate as PAE/PUE
- PAEs shall not be direct extensions of public streets
- Type 2 PAEs: Minimum width 28' (CPC 177)
- Type 2 PAEs intersection off-sets. Minimum 65' (CPC 179)
- Type 2 PAEs reserve curves. Minimum 65' R ≥ 25 tangent (CPC 180)
- Type 2 PAEs design shall comply with private street requirements in Multifamily Section (Div. 6)
- No public utilities shall be permitted for a Type 2 PAE development, other than a waterline to service fire hydrants only (not domestic service) (*see definitions*)

Street Names

- Check street name for duplication (CPC 148)
- Street names must end in suffix (CPC 149)
- Check for street name breaks where street names change
- PAE street names must end in "PRIVATE" or "PVT." (CPC 155)

Shared Driveways (Only allowed in the Urban Area)

- Maximum length of share driveway is 200 feet from public street ROW (CPC 124)
- Check for shared driveway notes (CPC 215, 216, 217, 218, 219, 220)
- Shared driveways fully dimensioned
- Garage setback adjacent to shared driveway is 4'.
- Two-way shared driveway width 16 feet (CPC 225)
- One way looped shared driveway width 12 feet (CPC 226)
- Vehicular entry to each lot from shared driveway must be shown (>) (CPC 223)

RESIDENTIAL LOTS

- If plat contains residential lots check for single family residential notes. (CPC 126)
- Single family residential lots must accommodate an easement for all public and private utilities (Sec. 180)
- Minimums for both Suburban and Urban: Lot Size: 1400 s.f. Lot Width: 20 feet. (CPC 85)
- Lot Sizes: Suburban: 5000 s.f. < 5000 s.f. requires COS (Sec. 182) Urban: 3500 s.f. < 3500 s.f. requires COS or performance standards (Sec 183(b))
- Calculate lot area for lots suspect of being smaller than minimum lot siz
- COS to be based on average of lots less than 5000 s.f.

- Flag Lots: Staff portion provides vehicular access. Single staff: 20' wide staff min. Combined staff: split 20' combined common access. Include flag lot access note to plat. (*ORDNOTES fl_188 CPC 86*)

Check Building Lines – front on interior lots, front and side on corner lots

- 25' front Building Line required along major thoroughfares
- Lots backing on a major thoroughfare have a rear lot Building Line and restrictions (*Sec. 153 CPC 16*)

Suburban Building Lines

- 20' front Building Line
- 10' side and back Building Line when adjacent to a local street
- Lot typical Suburban Building Lines 20-10 (*Sec. 158 CPC 23*)

Urban Building Lines

- Lot typical Urban Building Lines 10-17 (*Sec. 159 CPC 25*). Corner lots require 10-17 also.
- 5' Building Line allowed when lot takes access to alley or shared driveway (*Sec. 159 CPC 26*)

Public Utility Easements meeting the design requirements of the design manual

- Lots without wastewater collection service must comply with TNRCC requirements (*Sec 181*)

RESERVE TRACTS

- Minimum Reserve Size: 5000 s.f. Frontage along one 60' public street (*unless abutting reserve is restricted to same use – drainage, wastewater or other utility related uses*)
- Restrict reserve(s) shall be restricted to specific use or Unrestricted (*Sec 192 CPC 88.1*)
- Maximum 300 ft. depth for unrestricted reserves in ETJ
- If reserve is not served by wastewater collection service, 60 ft. public street not required.

Building Lines

- 25' along Major Thoroughfare (*Sec. 152 CPC 15*)
- Major Thoroughfare < 80 feet: several Building Line Reductions are permitted. (*Secs. 154, 155 CPC 17, 18, 19*)
- Non-major Thoroughfare: 10' Building Line unless residential lots with Building Lines are across (*Sec 156 CPC 20*)

EASEMENTS

- Public utility easements shall conform to design manual. 14' 10' 5'
- Proposed split UEs must dedicate separately that portion of easement that extends into acreage
- 15' building line adjacent to undefined pipeline easement. If easement is defined on plat – no BL required (*Sec 162*)
- Release letter required from private easement companies when proposed streets cross easement.

MULTIFAMILY

- All buildings numbered individually (including garages & maintenance)
- Private streets system should form a loop or meet 42-232
- Location of principal entrance to each bldg.
- Total number of dwelling units shown
- Itemized listing of dwelling units (# of bedrooms in each)
- Number, location, and dim. of off-street parking spaces
- Minimum of 28' private street provided
- Intersections are min. 65' apart
- 90° private street intersections- 20' R
- 80° - 90° private street intersections- 25' R
- 2 points of access to reserve
- Dead-ends no more than 200'
- If more than 200', must provide for turnaround
- Parking space schedule provided
- Parking spaces show dimensions and total # of spaces

- Open space table provided
- Minimum of 5' distance between buildings
- 25' BL for all major thoroughfares, 10' BL for locals & collectors
- Entrance must be 28' min. or 20', 10', 20' dual paved entry
- No gates or dumpsters to be shown on plat
- Legend
- BL note
- Copies of all restrictions for replats

Fire Hydrants

- All hydrants are within 600' of each other
- All building meet 200' hose lay from private street edge
- 10' WLE shown on plat in private street
- First FH must be located by 1st building of apt complex from the entrance

PLAT DEDICATION

- Individuals use WITNESS MY HAND paragraph. Corporations or Limited Partnerships use IN TESTIMONY paragraph.
- Corporations require two people to sign, Limited Partnerships or Joint Ventures one person to sign.
- Owner's signatures and lien holders signatures must be notarized.
- Replats. Check for appropriate replat paragraph. Use short replat paragraph when the plat is a public hearing with notice. Use long replat paragraph when the plat is not a public hearing with notice.
- Single family paragraph to be used when plat contains residential lots. (CPC 75, 126) Remove single-family paragraph when plat contains reserves only.
- Road Law paragraph required for Harris County (*not in city limits*) plats
- Combined County Engineer and Flood Control paragraph for Harris County (not in city) plats
- Planning Commissioner's paragraph. M. MARVIN KATZ, chairman; ROBERT M. LITKE, secretary. Plat name spelled correctly in paragraph.
- County Clerk's paragraph
- County Commissioner's Court statement for outside city limits plats
- Surveyor's paragraph. Surveyor's name, Seal and Texas Registration no.
- Notary paragraph for corporations and partnerships is longer than paragraph for individuals.